

Retention and Classification Report

Agency: East Layton (Utah). City Commission (1549)

437 n wasatch drive
layton, UT 84041

Records Officer

13050	Bond records
85150	Building permits
85012	City Council minutes
13051	Criminal justice dockets
84864	Ordinances

AGENCY: East Layton (Utah). City Commission

SERIES: 13050

3

TITLE: Bond records

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: East Layton (Utah). City Commission

SERIES: 13050

TITLE: Bond records

(continued)

APPRAISAL:

Fiscal Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: East Layton (Utah). City Commission

SERIES: 85150

4

TITLE: Building permits

DATES: i 1954-

ARRANGEMENT: Numerical by permit number.

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1954 through 1978.
Retain in State Archives permanently.

APPRAISAL:

Administrative

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

AGENCY: East Layton (Utah). City Commission

SERIES: 85150

TITLE: Building permits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: East Layton (Utah). City Commission

SERIES: 85012

4

TITLE: City Council minutes

DATES: i 1937-

ARRANGEMENT: Chronological according to date of entry.

DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1937 through 1978.
Retain in State Archives permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: East Layton (Utah). City Commission

SERIES: 13051

1

TITLE: Criminal justice dockets

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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AGENCY: East Layton (Utah). City Commission

SERIES: 84864

4

TITLE: Ordinances

DATES: i 1939-

ARRANGEMENT: Numerical by ordinance number.

DESCRIPTION:

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 05/05/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1939 through 1970.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1939 through 1970.
Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal
Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: East Layton (Utah). City Commission

SERIES: 84864

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public